

STUDENT AID AWARENESS WORKTEAM AGENDA

June 20, 2001 9:00 – 11:00

DESIRED OUTCOMES-

- Report out about status reporting tool
- Preliminary development of budget for outreach activities
- Agreement on web site for linkage with non-SFA organizations
- Clear distinction between Student Population Research and Program Outreach
- Agreement on next steps

| <u>WHAT</u> | <u>HOW</u> | <u>WHO</u> | <u>WHEN</u> |
|--|--|-------------------|--------------------|
| START-UP- | <ul style="list-style-type: none">• Context• Desired outcomes• Agenda• Clarify discussions from last meeting | Kristine | 9:00- 9:10 |
| STATUS REPORTING TOOL | <ul style="list-style-type: none">• Report out about status reporting tool• Agree on use of tool | Kristine | 9:10- 9:25 |
| PRELIMINARY BUDGET DEVELOPMENT | <ul style="list-style-type: none">• Understanding of current budget for FY-01 and draft submission for FY-02• Check for additions, changes, agreement | Linda | 9:25- 10:00 |
| WEB SITE LINKAGE | <ul style="list-style-type: none">• Identify issue• Brainstorm options• Agree on web site | Hazel | 10:00-10:20 |
| STUDENT POPULATION OR PROGRAM OUTREACH FUNCTION | <ul style="list-style-type: none">• Identify and understand issue• Solicit views on issue• Build agreement on solution | Linda | 10:20-10:50 |
| CLOSE- | <ul style="list-style-type: none">• Next Steps• +/- | Kristine | 10:50-11:00 |

THINGS TO DO-

- Review and bring to the meeting the following documents –
 - Copies of SAA Weekly Status Summary and Weekly Status Report
 - Copy of SAA organization functional statement
 - FY-01 and draft FY-02 budget
 - Create list of at least 2 value points and 2 modifications to the status reporting template